

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

November 23, 2020

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Lexington or Richland County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, December 3, 2020**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at rps@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: https://admin.sc.gov/real_property/forms.

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
SOUTH CAROLINA DEPARTMENT OF VOCATIONAL REHABILITATION
OFFICE SPACE IN LEXINGTON OR RICHLAND COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named). Leases that must be approved by the State Fiscal Accountability Authority also require Private Participant Disclosure forms to be completed by the Lessor (copies available upon request).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – SOUTH CAROLINA DEPARTMENT OF VOCATIONAL REHABILITATION- DISABILITY DETERMINATION SERVICES

- Location: LEXINGTON OR RICHLAND COUNTY, SC – not more than the equivalent of 2 city blocks from a primary or secondary street and along either the I-26 or I-20 corridor
- Expected occupancy date: **FEBRUARY 1, 2021 – APRIL 30, 2022**
- Total space needed is approximately **51,800** rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - 81 private offices for professional staff of approximately 120 square feet each
 - Space to accommodate 138 employees in workstations (workstations to be provided by Landlord) of approximately 100 square feet each
 - 3 medium reception areas to accommodate seating for up to 6 people at a time of approximately 100 square feet each
 - 4 large break rooms to accommodate seating for up to 10 people at a time of approximately 200 square feet each
 - 3 copy/print/mail/supply rooms with room for dedicated floor mounted printer, storage, and mail slots of approximately 200 square feet each
 - 3 large conference rooms to accommodate seating for up to 12 people at a time of approximately 350 square feet each
 - 1 medium conference room to accommodate seating for up to 8 people at a time of approximately 250 square feet
 - 1 large conference/board room of approximately 1600 square feet to accommodate seating for up to 110 people at a time



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- 1 LAN computer room with floor mounted racks, with separate HVAC system, separate thermostat for temperature control, false ceiling, motion detectors and separately keyed locks of approximately 900 square feet (see additional information on Addendum attached)
 - 1 large open room to monitor security systems of approximately 400 square feet
 - 1 open room for computer testing of approximately 150 square feet
 - 1 small conference room of approximately 120 square feet to accommodate seating for up to 4 people at a time
 - 1 open room to accommodate office printers and scanners of approximately 1000 square feet
 - 1 large open storage room for general supplies of approximately 1,265 square feet
 - 1 large open storage room for filing cabinets of approximately 525 square feet
 - 1 medium climate-controlled storage room for IT and video storage of approximately 265 square feet
 - 1 large training room for computer training of approximately 750 square feet
 - Basic burglar/intrusion alarm system to be provided by Landlord. Enhanced security will be contracted by the agency.
 - **Additional requirements and specifications are attached hereto on the Space Needs Addendum.**
- Space must be ADA compliant, including handrails, handicap accessible restrooms, and ramps. Landlord is responsible for all costs associated with ADA compliance.
 - Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, VoIP phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
 - 224 parking spaces are desired, 7 of which should be reserved (including 2 handicapped spaces). State availability of reserved parking.
 - Parking lot must be paved and lighted.
 - Term: Please provide proposed rates for a 15-month term, beginning 2/1/2021 and ending 4/30/2022.
 - Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
 - Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements. Janitorial services shall be performed using SC Department of Health and Environmental Control guidelines and approved US Environmental Protection Agency registered antimicrobial products for the protection of tenant and visitors (to the extent possible) against the virus referred to as COVID-19.
 - Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS



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- **Standard State lease must be used – a copy is available on our website at: https://admin.sc.gov/real_property/forms or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, DECEMBER 3, 2020.**
- All proposals must be in writing and may be submitted by e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with South Carolina Department of Vocational Rehabilitation- Disability Determination Services. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
PHONE: 803-737-0644 or 803-737-1617
EMAIL: rps@admin.sc.gov



SPACE NEEDS ADDENDUM

GENERAL SECURITY REQUIREMENTS

- A. Lever-type standard commercial duty door handles shall be installed on all exterior and interior doors. All interior doors will have self-closing hardware unless otherwise stated on the floor plan.
- B. All exterior doors will have dead-bolt locks with at least a 1-inch throw, have inaccessible hinge pins or non-rising fixed-hinge pins, be solid wood core or metal sheathed and be equipped with panic hardware and a key override. The locks must also be thumb-turn latches and not double keyway lock cylinders. All interior and exterior doors, other than restroom and glass doors, will have approximately 4" x 24" view panels.
- C. The space shall have at least one separate employee entrance providing ingress without going through the reception area. The employee entrance doors will be equipped with push-button electronic cipher locks with key override and key lockout, capable of being opened with one hand for ingress. Electronic cipher locks with individually assigned codes will be installed on all office locks with employee access. The lock system should allow for each employee to have his own combination. More than one employee entrance may be required depending on the floor plan. In addition, there will be approximately ____ electronic cipher locks on interior doors that are part of the same lock system.
- D. A push-button ADA automatic door shall be installed on the public entrance.
- E. In space located above the ground level, all doors leading into the space will be constructed of solid wood cores or be metal sheathed and will have panic hardware.
- F. Perimeter walls must be solid to the true ceiling (slab). Exception: where slab-to-slab construction is precluded because access to the plenum is required, or in space located above the ground level where it would adversely affect the weight of the floor load, 9-gauge extruded wire mesh, will be installed from the top of the wall to the true ceiling.
- G. All file cabinets, storage cabinets, and storage shelves exceeding five feet in height must be securely braced to the floor or wall with steel straps or equivalent devices to prevent falling or causing damage in the event of an earthquake.
- H. In addition to the exit and emergency lighting required in the Solicitation for Offers, emergency lighting must be installed in every windowless room. The lighting must provide at least 0.5 foot



candles of illumination.

INTERIOR WINDOWS AND DOOR VIEW PANELS

A. Interior Windows

A clear glass interior window will be provided and installed in each private office and the Private Interview Room. Each window will be approximately 3 feet high, 4 feet wide, and will be installed with the bottom edge approximately 42 inches above the finished floor. Each window will be covered with mini-blinds which are to be mounted on the inside of the window frame. Location of the windows will be shown on the floor plan. Additional interior windows may be required depending on the final floor plan and will also have mini-blinds.

B. Door View Panels

All interior and exterior doors, other than restroom and glass doors, will have approximately 4" x 24" view panels and be installed following all fire codes.

RECEPTION AREA

Reception areas covered with vinyl wall coverings of not less than 13 oz per square yard will be provided. Wall coverings shall be repaired or replaced as required. All painted surfaces shall be repainted every three years.

All walls surrounding the reception area must have a chair rail. The rail shall be a standard molding of 1" X 4" and shall be installed 26" above the floor.

The reception area will be separated from the general office area by floor to ceiling wall(s). One wall between the reception area and the general office area will be designated as the barrier wall and will be constructed to include window openings with recessed pocket doors and a counter surface on the reception area (public) side. The location and design of this barrier wall will be submitted with the floor plan. Full Bull Nose counters, with rounded edges on both top and bottom, will be required for all new counter construction, yet existing construction without Bull Nose counters will not be precluded from selection.

The portion of the barrier wall directly below each counter opening will be covered with scuff-proof wall covering similar to vinyl or laminate.

Doors leading from the general office area to the reception area will be equipped with push-button combination locks and be a part of the lock system as described in item 3. C.

The reception area must have a HVAC system designed to supply at least 6 complete air changes per hour with a minimum of 20 percent fresh air and be separately zoned with a separate thermostat control and lockcase.



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STAND-UP WRITING COUNTER

Two stand-up, wall-mounted writing counters with a laminated plastic top must be installed in the reception area. One will be ____ feet long, 18 inches wide and 42 inches above the floor. The second writing counter will be 6 feet long and will be at a handicapped-accessible height of 30 inches above the floor. The locations of the counters will be shown on the floor plan. Full Bull Nose counters, with rounded edges on both top and bottom, will be required for all new counter construction, yet existing construction without Bull Nose counters will not be precluded from selection.

RESTROOMS

Separate restroom facilities, accessible to the disabled, must be provided for employees as well as for the public.

Employee restrooms will not be part of the net useable space. They must be located on the same floor as the SSA office. Employee restrooms will be for the building tenants only and will be locked and keys provided for the employees.

Public restrooms must be located near the public entrance to the space or from a public corridor without requiring access to the employee's work area.

High quality satin paint or vinyl wall coverings of not less than 13 ounces per square yard consistent with the building standard shall be used in restroom areas. Wall coverings shall be replaced or repaired as required. Painted surfaces in all restrooms shall be repainted every three years.

Full Bull Nose counters, with rounded edges on both top and bottom, will be required for all new counter construction, yet existing construction without Bull Nose counters will not be precluded from selection.

DRINKING FOUNTAINS

Chilled-water drinking fountains must be installed adjacent to both the employee and public restrooms. These drinking fountains will have an up-front spout and control and be handicapped accessible.

The above drinking fountains may be in addition to any fountain(s) required by solicitation Section 6.0 in the paragraph entitled "Drinking Fountains" should they not meet the minimum requirement of 150 feet of travel distance.

Other Requirements

- Barrier and hazard free. Hot and cold running water in restrooms and break room
- Additional handicap parking spaces beyond code, required for claimant/van access. This is especially critical near the Hearing Room.
- Secured space accessible only by employees



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- Contiguous space and elevator access where space is above ground. Multiple floors are acceptable, but not preferred and only with interior, secure, exclusive elevator access.
- Directory Signage in lobby and exterior for all areas (Office of State Claims, Regional Office and Administrative Office designations), especially for Hearing location.
- Confidential Hearing Room (120 sq. ft.) shall be insulated for sound. Furnishings will be attached to floor. Room must have capacity for security alarm, with interior window.
- Roof which will accommodate and allow access for installation of 10ft x 10ft satellite dish
- 4-ton HVAC system required for DDS Columbia Regional Office/Office of State Claims
- 2-ton HVAC system required for DDS State Administrative Office
- Dedicated computer outlets (3:1) required
- Main Conference room must accommodate ceiling mounted projector and screen
- Some interior doors will require locks and special insulation.
- Interior (custodial) and grounds maintenance (all-inclusive lease) required.

